

## Who We Need – Project Manager

Decision Inc. is currently looking for a Project Manager to join our PMO team.

### Who are we?

Decision Inc. is a management and technology consulting organization. The Company's foundation is built in technology; however, what makes us unique is our understanding of how to unleash the potential locked in our clients' business and their people. We help companies to run better, grow faster and change what they do.

We represent the following leading global technology brands and are experts in the implementation, support and execution of these technologies: SAP, QlikView, Microsoft, Alteryx and Adaptive Insights.

### What Will You Do?

Responsibilities include, but are not limited to:

#### Responsibility and Accountability for Project Delivery

- Responsible for using best practice PMO methodology to create a project plan to fit the stakeholders/customers' needs and deliver with-in budget on desired outcomes.
- Fully accountable for the result of the project, is the driver that holds the project together. The project manager leads the project as if it was his or her own business.

#### Define Project Roles and Responsibilities

- Working closely with the engagement lead and sales team, the PM is ultimately responsible for defining the project scope and objectives to ensure project members understand what is expected of them and what they should expect from one another.
- Key focus area - management of all changes to the agreed scope as per the sales proposal

#### Perform Project Tracking

- Prepares, maintains and submits clear & concise activity/progress reports and time recording/management reports.
- Pro-active problem management and tracking the project members' progress against their project commitments.

#### Customer Satisfaction

- Delivery success is directly related to satisfying the customer; therefore, customer involvement is essential to ensure that the right solution is built. Communicates Project Status Upward and to the Client.

#### Maintain detailed records

- Maintain documents of the life of a project and share information as necessary

## Who Do You Need to Be?

- Relevant Bachelor's Degree e.g. Computer Science, Information Systems
- At least 5+ years of experience in project management
- Experience in running multiple projects
- PMP certification (preferred)
- Proficient in MS Office applications
- Advanced in MS Project
- Strong problem solving skills
- Excellent communication skills with the emphasis on relationship building, understanding business requirements, and management of business expectations
- Effective planning and organizational skills
- Ability to work under pressure and be deadline driven
- Eagerness and willingness to learn – a positive attitude is everything!

